



FIPPA ACCESS REQUEST FORM

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Department at Nipissing University to which request is being made:
If request is for access to, or correction of, own personal information records: Last name appearing on records: <input type="checkbox"/> same as below, or: _____	

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss Last Name: _____ First Name: _____ Middle Name: _____ Telephone (Day): () _____ Telephone (Evening): () _____	Address: (Street/Apt. No/P.O. Box/R.R. No.) _____ _____ City/Town: _____ Postal Code: _____ Province: _____ Email Address: _____ <input type="checkbox"/> Please check this box if you wish to communicate via email.
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Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made, and you may request that a statement of disagreement be attached to your personal information.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Time period for the records: From (yyyy/mm/dd): _____ To (yyyy/mm/dd): _____
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Date of Application (yyyy/mm/dd): _____	Signature: _____
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For Institution Use Only		
Date Received:	Request Number:	Comments:
Personal information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information and Privacy Officer at Nipissing University.		